# **United States Department of Agriculture Agricultural Marketing Service**

## **Directive**

3130.5

3/23/06

#### **Information Technology Standards**

#### I. PURPOSE

This Directive provides a comprehensive set of services, protocols, and products that define the target technical environment for the acquisition, development, and support of AMS automated information systems.

#### II. -\*REPLACEMENT HIGHLIGHTS

This Directive replaces AMS Directive 3130.5 Information Technology Standards dated 4/1/2004. Changes are marked with asterisks. \*-

#### III. POLICY

These standards facilitate the cost-effective acquisition and management of the Agency's investments in information technology.

#### IV. RESPONSIBILITIES

- A. The <u>Program Deputy Administrator/Director</u> is responsible for overall compliance with this Directive.
- B. <u>System administrators</u> and <u>resource management specialists</u> in the AMS Programs are responsible for ensuring that their systems are consistent with these standards.
- C. <u>Programs</u> are responsible for obtaining technical approval from the Agency to use non-standard equipment and software and, if approved, to support the use of non-standard equipment and software.
- D. The <u>AMS Chief Information Officer (CIO)</u> will technically approve new acquisitions and services only when they conform to these standards or when deviations are justified in writing by the Program with a sound business case.

Distribution: All AMS Employees Originating Office: S&T/ITG/PMPS

**OPERATIONALLY** 

#### V. PROCUREMENT OF IT RESOURCES

To purchase IT equipment or services, refer to AMS Directive 3130.4, Technical Approval of Information Technology Investments, for policy and guidance on obtaining technical approvals to purchase IT equipment or services.

Requests to procure information technology resources must comply with the following technical requirements:

#### VI. DESKTOP AND LAPTOP/NOTEBOOK SYSTEMS:

#### A. Desktop and Laptop/Notebook Software Standards:

**ACQUISITION** SUPPORTED<sup>1</sup> Windows XP Professional<sup>2</sup> 1. Operating System Windows XP Professional; Windows 2000 Professional<sup>3</sup> 2. Office Applications MS Office 2003<sup>2</sup>, MS Office 2003 3. Web Browser Microsoft Internet Explorer Microsoft Internet Explorer 6.0 Symantec<sup>2</sup> 4. Anti-Virus Software Symantec Windows Software Update 5. Patching Software Windows Software Update Service<sup>2</sup> (WSUS) Service (WSUS)

Using a computer that attaches to the AMS Wide Area Network with an operating system or other software in place of those listed above requires waiver approval from the AMS CIO. The request for approval must include:

- 1. The business case that requires the non-standard software;
- 2. The business case that requires the workstation to be attached to the WAN; and
- 3. The timeline for returning/upgrading the workstation to the standard software.

<sup>&</sup>lt;sup>1</sup>The Technical Resource Center (202-720-1111, Room 1779-S) can assist with support for all Agency-standard desktop hardware and software defined in this directive.

<sup>&</sup>lt;sup>2</sup>AMS has an Enterprise license. Do not purchase this software separately.

<sup>&</sup>lt;sup>3</sup>Use of Windows 2000 Professional on computers attached to the AMS network expires on March 31, 2007.

B. <u>New Desktop Hardware</u>. The following are the minimum configuration requirements for new desktop purchases:

1. <i>Processor</i> :	. Intel Pentium IV -*3.0 GHz*-
2. <i>Memory</i> :	512 MB RAM -*(1GB recommended)*-
3. <i>Monitor</i> :	. 17 inch, .26 DPI SVGA Monitor
4. Floppy Drive:	*Not required unless needed by program area*-
5. Hard Drive:	40 Gigabyte
6. <i>CD-ROM</i> :	*CD-RW/DVD *-
7. Network Interface Card:	. Ethernet 10/100 integrated or equivalent
8. <i>Soundcard</i> :	Plug-and-play compatible
9. Speakers:	. Generic speakers or an internal speaker
10. <i>Labor</i> :	. 3-years parts and on-site labor
11. Video Card:	*Recommend a video card with at least 64MB of graphics
	memory. (This is a recommendation for Windows Vista).*-

Programs should plan on replacing desktop computers about every 3 to 4 years to maintain a reliable and stable workstation environment.

C. <u>New Laptop/Notebook Hardware.</u> The following are the minimum configuration requirements for new laptop/notebook purchases:

1.	Processor:	. Pentium IV -*1.8 GHz*-
2.	Memory:	. 1 GB RAM
3.	Display:	. 14.1 XGA display
4.	Floppy Drive	. not required unless needed by program area
5.	Hard Drive:	. 40 Gigabyte
6.	<i>CD-ROM:</i>	*CD-RW/DVD*-
7.	Modem:	. 56 kbps v.90 compliant (or dual modem/Ethernet)
8.	Network Interface Card:	. Ethernet 10/100
9.	<i>Labor</i> :	.3-years parts and on-site labor
10	). Video Card:	*Recommend a video card with at least 64MB of graphics memory. (This is a recommendation for Windows Vista).*-

Programs should consider the purchase of laptop computers with docking stations to replace traditional desktop systems for mobile users. Programs should plan on replacing laptops used as desktop computers about every 2 to 3 years to maintain a reliable and stable portable workstation environment.

**OPERATIONALLY** 

#### VII. SERVERS

#### A. Server Software.

-\* ACQUISITION¹ SUPPORTED

1. Operating System Windows 2003 Standard Server or Windows 2003 Standard Server or Windows 2003 Server or Windows 2003

	Windows 2003 Standard Server or Windows 2003
Enterprise Server <sup>2</sup>	Enterprise Server;
	Windows 2000 Server <sup>3</sup>
Symantec	Symantec
Windows Software Update Service (WSUS)	Windows Software Update Service (WSUS)
	Symantec

<sup>&</sup>lt;sup>1</sup>The Infrastructure Management Branch can assist with support for all Agency-standard server hardware and software defined in this directive.

Using an operating system that is not operationally supported will require waiver approval from the AMS CIO. The request for approval must include: \*-

- 1. The business case that requires non-standard software;
- 2. The business case that requires the server to be attached to the WAN; and
- 3. The timeline for returning/upgrading the server to a standard server operating system.

#### B. New Server Hardware.

Server Manufacturer: Hewlett Packard ProLiant Series or equivalent server. -\* The Agency and some programs are using Server Blade technology, but this technology has special cooling requirements and is best for special purpose applications. \*-

<sup>&</sup>lt;sup>2</sup> Includes all Agency-approved and released service packages. Windows 2003 Standard supports up to 4 processors and Enterprise Server supports up to 8 processors and clustering. AMS does not have an Enterprise license for all Program server operating systems. This software must be purchased by the Program.

<sup>&</sup>lt;sup>3</sup>Use of Windows 2000 Server on computers attached to the AMS network expires on March 31, 2007.

The following are the minimum configuration requirements for new server purchases:

- 5. Labor: ......3-years parts and on-site labor

Exact server specifications will be dependent on intended end-use. All production servers should be on a 3- to 5-year replacement cycle from the date they are placed into service.

#### VIII. APPLICATION DEVELOPMENT

- A. New application development is to be accomplished using Microsoft Visual Basic.NET. New database applications shall use Microsoft SQL Server 2000 or Microsoft Access 2003.
- B. Information systems designs shall use modular development (object-oriented technology) for easier development, maintenance, software reuse, and lower costs. New applications are encouraged to use web services and XML technology for sharing data.

#### IX. HANDHELD DEVICES

- A. <u>Personal Digital Assistant.</u> *Minimum Operating System:* WinCE/Pocket PC 2002. TRB will support any hardware device running this operating system.
- B. <u>BlackBerry</u>. *Minimum Operating System:* RIM Blackberry Desktop Software -\*v4.0.\*- TRB will support any Blackberry device running this operating system.

#### X. WIRELESS NETWORK ACCESS POINTS

Because of security limitations, wireless access points must be approved by the AMS CIO before they are allowed to be connected to the AMS wide area network. Contact the AMS Cyber-Security Branch (CSB) for guidance and requirements in connecting wireless access points or wireless client connections.

#### XI. VPN ACCESS

For Cisco VPN access, you will be required to use an AMS government computer, have the Symantec antivirus client installed, and keep the software on the system fully patched. You will also need to have a System Administrator identified for the maintenance of that system.

### XII. QUESTIONS

Questions may be addressed to the Technical Resource Branch, Information Technology Group, at 202-720-1111.

/s/

Lloyd C. Day Administrator